



Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS  
DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

**Office of the Schools Division  
Superintendent**

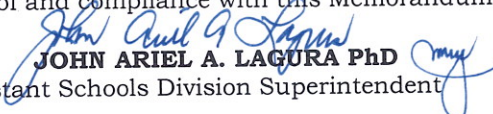
DIVISION MEMORANDUM  
No. **465**, s. 2024

July 10, 2024

**WORKSHOP ON THE REDEVELOPMENT OF SCHOOL IMPROVEMENT PLAN (SIP)**

To: Assistant Schools Division Superintendent  
Chief, CID and SGOD  
Elementary & Secondary Principal Concerned

- In view of DepEd order No. 21, s. 2022 or the Adoption of the Basic Education Development Plan (BEDP) 2030 and with reference to the Regional Development Plan (REDP) 2023-2028, this Office, through the School Governance and Operation Division disseminates the conduct of a **Workshop on the Redevelopment of School Improvement Plan (SIP)** through the Policy, Planning, and Research Division (PPRD) in **August 06-09, 2024 at DepEd Ecotech Center, Lahug, Cebu City.**
- The activity aims to:
  - orient participants on the new format and elements of the enhanced SIP;
  - mainstream BEDP strategies and operationalize them in schools and CLCs;
  - promote plan alignment and implementation arrangements across governance level;
  - guide the SDO Planning Team in organizing the actions need to be taken relative to the 2023-2028 SIPs;
  - provide the necessary technical assistance to the school heads and planning team in the preparation of the school educational plans, particularly in articulating learners' performance and curricular concerns to improve learners' and teachers' performance and create and strengthen a school climate and learning environment that upholds the learners' rights and well-being in adherence to rights-based education.
- The expected participants in this activity are the Division SIP Coordinators, SEPS P& R and/or Division Research Coordinators, Division Planning Officers III, one (1) Elementary School Head, one (1) Secondary School Head, and SEPS-School Management Monitoring & Evaluation of the 20 Schools Division Offices (SDO) together with all the PPRD Personnel from the Regional Office (RO).
- Since the said activity involves data mining, it is hereby directed that each SDO shall accomplish the tables provided in the template with the data available in the stations of the participating school heads during the pre-workdays, August 01-05,2024.
- For guidance and reference, enclosed is the Activity Design/matrix of Activities.
- Board and lodging. Meal expenses, travel and other incidental expenses relative to the conduct of the said activity shall be charged to the 2024 Regional MOOE/Division MOOE or Local Funds, all subject to the usual auditing and accounting rules and regulations.
- The check-in time will be Day 0 (August 6,2024) at 2PM for PPRD Personnel and delegates from Negros Oriental and Siquijor and Day 01 (August 7,2024) at 2PM for participants from Bohol and Cebu Islands SDOs while the check-out time shall be on Day 03(August 9,2024) at 12NN, first meal is breakfast in Day 01 (August 7,2024) and last meal is lunch on Day 03 (August 9,2024).
- For queries and clarification, please contact the Policy, Planning, and Research Division (PPRD) loc. 734 or through email at [pprd.ro7@deped.gov.ph](mailto:pprd.ro7@deped.gov.ph).
- Immediate dissemination of and compliance with this Memorandum are directed.

For the SDS:   
**JOHN ARIEL A. LAGURA PhD**  
OIC-Assistant Schools Division Superintendent

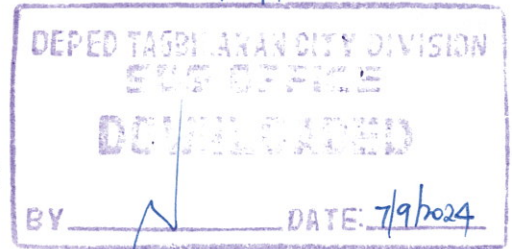
**WILFREDA D. BONGALOS PhD CESO V**  
Schools Division Superintendent



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Republic of the Philippines  
**Department of Education**  
 REGION VII - CENTRAL VISAYAS



**Office of the Regional Director**

**REGIONAL MEMORANDUM**

No. **590** s. 2024

09 JUL 2024

**WORKSHOP ON THE REDEVELOPMENT OF SCHOOL IMPROVEMENT PLAN (SIP)**

To: Schools Division Superintendents  
 All Others Concerned

1. In view of DepEd Order No. 24, s.2022 or the Adoption of the Basic Education Development Plan (BEDP) 2030 and with reference to the Regional Development Plan (REDP) 2023-2028, this Office, through the Policy, Planning, and Research Division will conduct a **Workshop on the Redevelopment of School Improvement Plan (SIP)** on August 06-09, 2024 at DepEd Ecotech Center, Sudlon, Lahug, Cebu City.
2. The activity aims to:
  - a. orient participants on the new format and elements of the enhanced SIP;
  - b. mainstream BEDP strategies and operationalize them in schools and CLCs;
  - c. promote plan alignment and implementation arrangements across governance levels;
  - d. guide the SDO Planning Team in organizing the actions need to be taken relative to the 2023-2028 SIPs;
  - e. provide the necessary technical assistance to the school heads and planning teams in the preparation of the school educational plans, particularly in articulating learners performance and curricular concerns to improve learners' and teachers' performance and create and strengthen a school climate and learning environment that upholds the learners' rights and well-being in adherence to rights-based education.
3. The expected participants in this activity are the Division SIP Coordinators, SEPS P&R and/or Division Research Coordinators, Division Planning Officers III, one (1) Elementary School Head, one (1) Secondary School Head, and SEPS-School Management Monitoring & Evaluation of the 20 Schools Division Offices (SDOs) together with all the PPRD Personnel from the Regional Office (RO).
4. Since the said activity involves data mining, it is hereby directed that each SDO shall accomplish the tables provided in the template with the data available in the stations of the participating school heads during the pre-work days, August 01-05, 2024.
5. For guidance and reference, enclosed is the Activity Design/ Matrix of Activities.
6. Board and lodging, meal expenses, travel and other incidental expenses relative to the conduct of the said activity shall be charged to the 2024 Regional MOOE/ Division MOOE or Local Funds, all subject to the usual auditing and accounting rules and regulations.
7. The check-in time will be Day 0 (August 06, 2024) at 2PM for PPRD Personnel and delegates from Negros Oriental and Siquijor and Day 01 (August 07, 2024) at 2PM for participants from Bohol and Cebu Island SDOs while the check-out time shall be on Day 03 (August 09, 2024) at 12NN. First meal is Breakfast in Day 01 (August 07, 2024) and last meal is Lunch on Day 03 (August 09, 2024).
8. For queries and clarifications, please contact the Policy, Planning, and Research Division (PPRD) loc. 734 or through email at [pprd.ro7@deped.gov.ph](mailto:pprd.ro7@deped.gov.ph).
9. Immediate dissemination of and compliance with this Memorandum are directed.

**SALUSTIANO T. JIMENEZ JD, EdD, CESO V**  
 Director IV  
 Regional Director

STJ/FYA/PPRD/BDT/smtc

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Republic of the Philippines  
**Department of Education**  
 REGION VII – CENTRAL VISAYAS

**Enclosure A**

**ACTIVITY DESIGN**

**1. Activity Profile**

Activity Title	<b>WORKSHOP ON THE REDEVELOPMENT OF SCHOOL IMPROVEMENT PLAN</b>
Activity Date Started	<b>August 06, 2024</b>
Activity Date Ended	<b>August 09, 2024</b>
Venue of Activity	<b>DepEd Ecotech Center, Sudlon, Lahug, Cebu City</b>
Participants	<p><b>SDOs:</b></p> <ol style="list-style-type: none"> <li>1. SDO SIP Coordinators</li> <li>2. SDO SEPS-P&amp;R/Division Research Coordinators</li> <li>3. SDO Planning Officers (DPO III)</li> <li>4. SDO SEPS-SMME</li> </ol> <p><b>Schools:</b></p> <ol style="list-style-type: none"> <li>5. Elementary School Head (1 per SDO)</li> <li>6. Secondary School Head (1 per SDO)</li> </ol> <p><b>Regional Personnel:</b></p> <p>Regional Director          Asst. Regional Director          7 PPRD Personnel  <i>CES, PPRD</i>  <i>EPSur</i>  <i>RPOs III</i>  <i>Stat I</i>  <i>AO II</i>  <i>EPS II</i></p>
Source of Funds	<b>Regional MOOE/ Local Fund &amp; Division MOOE/ Local Fund</b>
PMIS Activity Code	<b>AC-24-5711-GASS-011 (Capacity Building on School Improvement Plan)</b>

**2. Objectives**

- 2.1 To orient participants on the new format and elements of the enhanced SIP.
- 2.2 To mainstream BEDP strategies and operationalize them in schools and CLCs.
- 2.3 To promote plan alignment and implementation arrangements across governance levels.
- 2.4 To guide the SDO Planning Team in organizing the actions need to be taken relative to the 2023-2028 SIPs.
- 2.5 To provide the necessary technical assistance to the school heads and planning teams in the preparation of the school educational plans, particularly in articulating learners performance and curricular concerns to improve learners' and teachers' performance and create and strengthen a school climate and learning environment that upholds the learners' rights and well-being in adherence to rights-based education.

**3. Legal Bases**

- 3.1. DepEd Order No. 24, s. 2022, "Adoption of the Basic Education Development Plan 2030"
- 3.2. Regional Education Development Plan (REDP)
- 3.3. Division Education Development Plan (DEDP)

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Republic of the Philippines  
**Department of Education**  
 REGION VII - CENTRAL VISAYAS

**Matrix of Activities**

<b>WORKSHOP ON THE REDEVELOPMENT OF SCHOOL IMPROVEMENT PLAN</b>				
<b>August 06-09, 2024</b>				
	Time	Activity	Locus of Control	
<b>Day 0</b>	08:00 AM - 02:00 PM	PPRD Logistical Preparation PPRD Last Minute Preparations	PPRD Personnel	
	02:00 - 05:00 PM	Check-in	PPRD Personnel	
	06:00 - 08:00 AM	Registration	<b>ESTHER JYIL B. ESPOS</b>	
<b>Day 1</b>	08:01 - 08:30 AM	OPENING PROGRAM Philippine National Anthem Prayer DepEd Quality Policy Statement  Introduction of Participants  Welcome Remarks  Statement of Purpose  Message  Session Norms  Overview of the Activity	<b>AVP AVP SHEENA MAE T. COMIGHUD EPS II ADA G. DAYONDON RPO III BENJAMIN D. TIONGZON DPA CES, PPRD ATTY. FIEL Y. ALMENDRA Asst. Regional Director DIR. SALUSTIANO T. JIMENEZ Regional Director JESS MARLOWE C. LIBRE RPO III REY P. TAN EPSvr</b>	
		08:30 AM-12:00 NN	WORKSHOP PROPER	
		08:30 - 09:30AM	<b>Overview of the SIP New Format</b>	
		09:30 - 10:30AM	Chapter 2: <b>School's Current Situation</b>	<b>BENJAMIN D. TIONGZON DPA CES, PPRD</b>
		10:30 - 12:00NN	Activity # 1: <b>School's Current Situation</b>	
		12:00 - 01:00 PM	LUNCH	PPRD Staff
		01:00 - 01:10 PM	NAP BREAKER	
		01:10 - 01:30 PM	Polishing of Activity # 1 <b>School Situational Analysis</b>	<b>JASMINE C. SARSABA</b>
	01:30 - 02:30 PM 02:30 - 03:30 PM	SWOT Analysis Problem Tree Analysis	<b>ADA G. DAYONDON SHEENA MAE T. COMIGHUD</b>	
	03:30 - 03:40 PM	HEALTH BREAK		
	03:40 - 05:00 PM	Chapter 3: <b>Improvement Plan</b>	<b>BENJAMIN D. TIONGZON DPA CES, PPRD</b>	
	<b>OD</b>	<b>Officer of the Day</b>	<b>JASMINE C. SARSABA Stat I</b>	
	<b>Day 2</b>	08:00 - 08:30 AM	Preliminaries/ MOL	
08:30 - 10:30 AM		Activity 2: <b>Improvement Plan</b>	<b>BENJAMIN D. TIONGZON DPA CES, PPRD</b>	
10:30 - 12:00 NN		Chapter 4: <b>Financial Plan</b> <i>(Workshop cum Activity #3)</i>	<b>REY P. TAN EPSvr</b>	
12:00 - 01:00 PM		LUNCH	PPRD Staff	
01:00 - 02:30 PM		Chapter 5: <b>School Monitoring and Evaluation</b> <i>(Workshop cum Activity #4)</i>	<b>ADA G. DAYONDON RPO III</b>	
02:30 - 04:00 PM		Chapter 6: <b>School Risk Management Plan</b> <i>(Workshop cum Activity #5)</i>	<b>BENJAMIN D. TIONGZON DPA CES, PPRD</b>	
04:00 - 05:00 PM		Chapter 1: <b>Rationale</b> <i>(Workshop cum Activity #6)</i>	<b>BENJAMIN D. TIONGZON DPA CES, PPRD</b>	
<b>Officer of the Day</b>			<b>SHEENA MAE T. COMIGHUD EPS II</b>	

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	Time	Activity	Locus of Control
<b>Day 3</b>	08:00 - 08:30 AM	Preliminaries/ MOL	<b>ADA G. DAYONDON</b> <i>RPO III</i>
	08:30 - 10:00 AM	Polishing and Consolidation of Outputs	<b>BENJAMIN D. TIONGZON DPA</b> <i>CES, PPRD</i>
	10:00 - 11:00 AM	Presentation of Outputs	PPRD Staff
	11:00 - 11:30 AM	Closing Program	PPRD Staff
	11:30 - 12:00 NN	Lunch	
	12:00 - 01:00 PM	Check Out	
	01:00 - 05:00 PM	Homeward Bound	
<b>OD</b>	<b>Officer of the Day</b>		<b>ADA G. DAYONDON</b> <i>RPO III</i>

#### 4. Participants

	RO7 Personnel	SDO Personnel	School Personnel	Speakers / Facilitator	Total
	9	68	41		118
<b>TOTAL</b>	<b>9</b>	<b>68</b>	<b>41</b>		<b>118</b>
<b>GRAND TOTAL</b>					<b>118</b>

#### 5. Activity Resources

- 5.1. (To be prepared by PPRD RO7)**
- 5.1.1. Training Tools and Equipment
    - 5.1.1.1. Projector
    - 5.1.1.2. Laptops
    - 5.1.1.3. Extension Wires
    - 5.1.1.4. Portable WIFI
    - 5.1.1.5. Printer with set of Inks
  - 5.1.2. Activity Kit
    - 5.1.2.1. Training Kit
      - 5.1.2.1.1. Notebook
      - 5.1.2.1.2. Pencils / Ballpens
      - 5.1.2.1.3. Envelops
  - 5.1.3. Activity Materials
    - 5.1.3.1. Attendance Sheets
    - 5.1.3.2. Masking Tapes
    - 5.1.3.3. 10 Long Envelops
    - 5.1.3.4. Certificate Holder
    - 5.1.3.5. Certificate of Recognition
    - 5.1.3.6. Certificate of Participation
    - 5.1.3.7. Certificate of Appearance
  - 5.1.4. Activity Online Materials
    - 5.1.4.1. Link for Materials
- 5.2. (To be prepared by Participants)**
- 5.2.1. Extension Wire
  - 5.2.2. Laptop
  - 5.2.3. Portable WIFI
  - 5.2.4. Pework Activity Outputs

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**Department of Education**  
 REGION VII – CENTRAL VISAYAS

**Enclosure B**

**LIST OF PARTICIPANTS**

<b>SDOs</b>	<b>Name of Participants</b>	<b>Position/ Designation</b>
<b>SDO-Bais City</b>	FLORANTE BACANG	DPO III/ SDO SIP Coordinator
	JOCELYN LUBA	EPSur/ Research Coordinator
	GILBERT LAXINA, JR.	SEPS SMME
	DESIREE ANN GABLINES	Elementary School Head
	GROSELIE RAGAY	Secondary School Head
<b>SDO-Bayawan City</b>	FELIX JAMANDRON	PSDS/ SDO SIP Coordinator
	RUBY YPAROSA	SEPS P&R/ Research Coordinator
	CARLO GE MALBOG	Division Planning Officer III
	FRANCISCO TOMONG JR.	SEPS SMME
	JOHNYRIE EMPEYNADO	Elementary School Head
	VICTORIANO JAUCULAN	Secondary School Head
<b>SDO-Bogo City</b>	NENET A. TEROL	SEPS SMME/ SDO SIP Coordinator
	ALMIRA C. LEGARIA	DPO III/ Research Coordinator
	MILDRED A. LEPON	Elementary School Head
	CATHERINE M. LEPITEN	Secondary School Head
<b>SDO-Bohol</b>	LOPE S. HUBAC	SDO SIP Coordinator
	MA. MAULITTE YAP	DPO III/ Research Coordinator
	ELLIZABETH J. PIDO	SEPS SMME
	DIODORA GABITO	Elementary School Head
	MARY CHEL GARCIA	Secondary School Head
<b>SDO-Canlaon City</b>	JHONAS P. ABONDIENTE	SEPS SMME / SDO SIP Coordinator
	LESTER C. PABALINAS	EPSur/ Research Coordinator
	KATHLEEN D. CABUGNASON	Division Planning Officer III
	LYNDON L. LACANGLACANG	Elementary School Head
	GWENDOLYN L. ANGANA	Secondary School Head
<b>SDO-Carcar City</b>	ROMMEL W. OTERO	SEPS P&R/ SIP Coordinator
	MA. KATRINA A. GANTUANGCO	Division Planning Officer III
	RHEA LIZA B. VALMORES	SEPS SMME
	RAMIL GEMOTA	Elementary School Head
	ARACELI G. JUARIO	Secondary School Head
<b>SDO-Cebu City</b>	JOHN PAUL D. LESONDATO	SEPS SMME/ SDO SIP Coordinator
	CHRISTOPHER D. VILLANUEVA JR.	SEPS P&R/ Research Coordinator
	MARILYN E. OPEÑA	Division Planning Officer III
	MADIELIN B. TINAPAY	Elementary School Head
	CHARLIE L. SALVIE	Secondary School Head
<b>SDO-Cebu Province</b>	APPLE MAYE A. SUSVILLA-BARABAT	SEPS P&R/ SDO SIP Coordinator
	AGUSTINA R. ALBISO	Division Planning Officer III
	RODERIC T. GOLES	SEPS M&E
	FE BELYN B. ALGUNA	Elementary School Head
	CHRISTIAN RHEE A. BONGO	Secondary School Head
	EMMA OLANDRIA	Secondary School Head

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<b>SDOs</b>	<b>Name of Participants</b>	<b>Position/ Designation</b>
<b>SDO-City of Naga</b>	KYLE BRENT L. LARGO	EPS II/ SDO SIP Coordinator
	IVAN T. GUTAY	Research Coordinator
	REEMAN CLYDE N. MAÑACAP	Division Planning Officer III
	STEPHEN SAYSON	Elementary School Head
<b>SDO-Danao City</b>	KIM LAWIAN	Secondary School Head
	ARNOLD M. PEÑALOSA	SDO SIP Coordinator
	MARITES P. BANZON	SEPS P&R/ Research Coordinator
	MARY JANE C. TURA	Division Planning Officer III
	ROGER C. GIANGAN	SEPS SMME
	ALAN M. LAURO	Elementary School Head
<b>SDO-Dumaguete City</b>	VANGIE P. GABISAN	Secondary School Head
	LILYBETH P. ESTROSOS	EPSur/ SDO SIP Coordinator
	JOSUA D. QUINIQUITO	EPS II/ Research Coordinator
	LUNEDI NALDOZA	Division Planning Officer III
	CHEEY LITA D. BULATA	SEPS SMME
<b>SDO-Guihulngan City</b>	EUDES BELTRAN	Elementary School Head
	CHINKY MAY PACULANANG	Secondary School Head
	JEROME P. ABSIN	DPO III/ SDO SIP Coordinator
	JOHN CARLO R. PEREZ	SEPS SMME/ Research Coordinator
<b>SDO-Lapu-Lapu City</b>	JUNE G. TINONAS	Elementary School Head
	CHRISTIAN EDU B. VILLEGAS	Secondary School Head
	RICAN G. MONTEJO	SDO SIP Coordinator
	MARIA MITZE B. ZAGALES	SEPS P&R/ Research Coordinator
	JOEL P. DUARTE	Division Planning Officer III
	MA. ISOLDE D. GASTA	SEPS SMME
<b>SDO-Mandaue City</b>	AIRENE A. GODINEZ	Elementary School Head
	LINA M. MAISO	Secondary School Head
	FE E. MAGALE	SDO SIP Coordinator
	IVY B. GODINEZ	SEPS P&R/ Research Coordinator
	MICHELLE M. ULGASAN	Division Planning Officer III
<b>SDO-Negros Oriental</b>	JUVY V. YOSORES	SEPS SMME
	ALMA J. BARDOQUILLO	Elementary School Head
	MARILOU P. MABANSAG	Secondary School Head
	RACHEL PICARDAL	CES, SGOD
	KARL CREDO	DPO III/ SDO SIP Coordinator
	DAE P. HABALO	SEPS P&R/ Research Coordinator
<b>SDO-Siquijor</b>	DENNIS CHARL F. ANDALAJAO	SEPS SMME
	ELVIRA DIONES	Elementary School Head
	JOELOU AGUIRRE	Secondary School Head
	ANGIE T. MANGINSAY	CES, SGOD/ SDO SIP Coordinator
	VIVIAN Y. BOMEDIANO	SEPS P&R/ Research Coordinator
<b>SDO-Siquijor</b>	KRISTINE R. KILAT	Division Planning Officer III
	RANDY T. ARGOTE	SEPS SMME
	MIGUELINA S. MAGTAHAS	Elementary School Head
	ANNA ROSE M. CABASAG	Secondary School Head

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 REGION VII - CENTRAL VISAYAS

SDOs	Name of Participants	Position/ Designation
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**Policy, Planning, and Research Division**  
 Workshop on the Redevelopment of SIP 2024

STJ/FYA/PPRD/BDT/smtc

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